

81-0004/5

22 MAY 1981

DD/A REGISTRY

FILE: 04772-1

MEMORANDUM FOR: Director of Central Intelligence
VIA: Deputy Director of Central Intelligence
FROM: Harry E. Fitzwater
Deputy Director for Administration
SUBJECT: Recommendation A2 of Inspector General
Report on the Office of Medical Services

Attached is the proposed policy statement on the Agency Alcohol Program which has been coordinated with the Office of Medical Services.

Harry E. Fitzwater

Harry E. Fitzwater

Attachment

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TAB

Alcohol Program Policy

Alcoholism, or alcohol abuse, is a treatable disease which exists when the use of alcohol interferes with an individual's work performance, health or dependability. It is the policy of the CIA to provide assistance, through the Agency Alcohol Program, to all employees and their immediate family members who develop this illness. With the full cooperation of the employee and management, the Agency Alcohol Program can restore most afflicted individuals to optimal performance levels.

Employees who suspect that they or a family member might have an alcohol problem, even in the early stages, are encouraged to seek Alcohol Program assistance voluntarily. Supervisors also may refer employees to the Alcohol Program as one means of dealing with job performance or conduct problems.

The identity of individuals who voluntarily refer themselves to the Program will be protected. While this policy does not excuse afflicted employees from responsibility for their actions under existing Agency regulations, management is charged with ensuring that employees will not have job security or promotional opportunities jeopardized solely because they avail themselves of Alcohol Program assistance.

Supervisors remain responsible for monitoring employees' performance and conduct, and although the Alcohol Program offers an alternative to discipline, supervisory referral does not preclude the possibility of disciplinary action.

20 May 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Acting Director of Medical Services

SUBJECT: Recommendation A2 of Inspector General
Report on the Office of Medical Services

1. Please find attached the proposed OMS policy statement on the Alcohol Program. OMS personnel have been developing this statement for several months and have arrived at a consensus. I would be happy to discuss all of the ramifications and implications as we see them.

2. We have not discussed the attached statement with the Office of General Counsel, although they wanted to consider the policy on the Alcohol Program as part of recommendation A1.

Attachment



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ROUTING AND TRANSMITTAL SLIP

22 MAY 1981

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As Requested	For Correction	Prepare Reply
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Coordination	Justify	

REMARKS

1-3
 This reflects your suggested change in last sentence of first paragraph, re employee cooperation along with management.
Thane

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